

MADERA COUNTY

ASSISTANT PUBLIC HEALTH DIRECTOR

DEFINITION

Under administrative direction, to assist with planning, directing, managing and overseeing the functions of the Madera County Public Health Department; to assume responsibility for assigned Department programs and activities; to serve as Public Health Director in the absence of the Director; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over assigned staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists with planning, directing, managing, and overseeing the functions and programs of the Madera County Public Health Department; assists in the development and implementation of Department goals, objectives, policies, and priorities; assists in the negotiation, development and administration of provider contracts; responds appropriately to inquiries and complaints; works effectively with advisory boards and committees; assesses and recommends solutions to complex problems affecting Department operations and functions; assists in developing, administering, and monitoring the Department budgets for a variety of work units; works with other County departments or outside agencies regarding special cases or special needs and for collaborative service delivery; oversees the preparation of and/or prepares reports and presentations on assigned functions and activities; directs, supervises, trains, and evaluates assigned staff; serves as the Public Health Director upon the request, or in the absence of the Director.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, functions and operational characteristics of public health services, health education and related programs.
- Principles and techniques of management and program administration.
- Principles of budget development and administration.
- Pertinent Federal, State, and local laws, codes, and regulations including those governing public health services.
- Social and political issues influencing program development and administration.
- Principles and practices of contract administration and evaluation.
- Clients' legal rights.
- Principles and practices of supervision, training, and performance evaluation.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Assist in planning, directing, managing, and overseeing the programs, functions and operations of the Public Health Department.
Supervise, train, and evaluate the work of assigned staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement proposed actions, and implement recommendations in support of goals.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to departmental programs and functions.
Prepare clear and concise reports, correspondence and other written materials.
Exercise sound independent judgment within general policy guidelines and general administrative direction.
Assist in the negotiation, development and administration of contracts for service needs.
Develop effective systems to address administrative challenges.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
Maintain administrative responsibility for assigned Department functions.
Effectively represent the programs and operations of the Public Health Department to community organizations, clients, the public and other governmental agencies.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five (5) years of increasingly responsible and progressive experience in a public health, managed care, medical health care, or related setting, which includes at least three (3) years of management and supervisory experience.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, nursing, health science, behavioral science or a closely related field.

A Master's Degree from an accredited college or university with major course work in business administration, public administration, nursing, health science, behavioral science or a closely related field may be substituted for one (1) year of the required management and supervisory experience.

License or Certificate:

Possession of, or ability to obtain by date of appointment, a valid California Driver's License issued by the State Department of Motor Vehicles.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Date: March 2007